

**LINCOLN WELLINGTON ATHLETIC CLUB**  
**MINUTES OF MEETING WITH C.L.S**  
**30<sup>th</sup> January 2009**

**PRESENT**

Stuart Blackbourn [SB] (C.L.S. Manager, Yarborough).

Ian George [IG]; Darrell Helas [DH]; Steve Read [SR]; Geoff Hall [GH] (L.W.A.C. Committee Members)

The meeting commenced at 1230hrs.

**1. WEEKEND ACCESS**

- 1.1. There has been occasion when gaining access to the track at weekends has been problematical. Reception does not always seem to have a record of the booking.
- 1.2. SB stated that all Duty Managers have been given information regarding the bookings and should deal with any day-to-day booking queries/arrangements.
- 1.3. There is an additional charge to the Club for Saturday and Sunday rental of track facilities, currently £38 per week.

**2. BILLING ARRANGEMENTS**

- 2.1. L.W.A.C. has had difficulty obtaining invoices from C.L.S. for billing purposes.
- 2.2. SB stated it is not normal policy for C.L.S. to invoice organizations for use of facilities as this is done via a simple booking system, where a receipt is given for payments made.
- 2.3. SR mentioned that the receipts do not itemize the service provided. A more detailed statement is required by the Club for both reconciliation and audit purposes.
- 2.4. Rob Cooling (Bookings Manager, Yarborough) has since provided such a statement for the last four months, detailing Track Rental costs during the month and Equipment/Room Hire a month in arrears. This has been much more suitable for Club purposes - thank you.

**Action Points**

- SB took copies of the 'Statement of Account' to ensure similar documents are provided in future. A request was made that these show 'Weekend', instead of just 'Saturday', as both Saturday and Sunday rental is involved.

**3. HEALTH & SAFETY ISSUES**

- 3.1. SB made a request for copies of all Coach Licenses. C.L.S. need to be in a position to prove there are sufficient athletes with suitable qualification, when using the track facilities for coaching, just in case any incidents occur.
- 3.2. There was also some debate on First Aid qualifications and cover whilst the track is in use. C.L.S. has trained 'First Aid at Work' (three-day course with refresher training each year) staff in place, but L.W.A.C. only has basic First Aid (one-day only) trained individuals.

- 3.3. SB suggested that L.W.A.C. Coaches/Helpers may like to consider upgrading to a higher level First Aid qualification to provide a more qualified immediate 'cover' for athletes, in case of any delay with C.L.S. First Aiders reaching an incident. However, it was left for the Risk Assessment to the planned event to ensure availability of the required number of suitably trained First Aiders.
- 3.4. The use of the Hammer Cage was requested for the Throws Academy, Lincoln Sports Partnership between 1000hrs and 1500hrs on Sunday 1<sup>st</sup> February. The additional cost will be £7.50 per hour. SB requested that a 'competent' person be available to 'wind it up'.

#### **Action Point**

- DH to provide SB with copies of all Coach Licenses by the end of February 2009. These can either be paper copies or contained on a disk.
- L.W.A.C. to arrange a more advanced First Aid course if there are sufficient interested individuals.
- Rob Cooling to contact DH in confirmation of availability of Hammer Cage.

#### **4. TRACK-SIDE STORAGE etc**

- 4.1. L.W.A.C. has had their planning application for a metal container stalled, due to the progress of a planning application for a Sports Pavilion.
- 4.2. A meeting was held just before Christmas 2008 to discuss energy/environment issues for the new Pavilion and the utilities (water/electricity) supply. This has now successfully progressed through to Committee stage.
- 4.3. The new Sports Pavilion will have additional facilities e.g. training room and kitchen. The old wooden hut and brick-built huts will be re-developed into proper storage facilities and L.W.A.C. should be able to have dedicated access to part.
- 4.4. Plans are in place to move the jump pits etc, but this is just waiting for a final funding decision. There will be a Gantt Plan on timelines produced.

#### **Action Point**

- SB to show L.W.A.C. Committee members the outline plans for the new Sports Pavilion.
- L.W.A.C. will be invited to comment shortly.

#### **5. FUTURE CHARGES**

- 5.1. SB discussed the process for agreeing charge-out rates. He has to state his case before Councillors and Council Officers outlining the fees/charges he requires to cover the C.L.S. costs.
- 5.2. C.L.S. made a request for £50 per hour on average... but this was turned down by the Council. However, the Council agreed to work towards this figure with two staged increases of 25% per year... for 2008 and 2009.
- 5.3. The current fees are £34 per hour (weekday) £42 per hour (weekend), but these will increase to £43 per hour ( weekday) £53 per hour (weekend).
- 5.4. L.W.A.C. stated that would be fine if we were getting all the services expected, but we are not. There have been problems with availability, lighting, track maintenance, location of jump pits etc, so it seems unfair we are asked to pay

full increase.

- 5.5. SB stated the 1<sup>st</sup> April 2009 will be the final stage increase, however there will be some flexibility on the percentage figure increase, with regard to our track rental costs. SB mentioned he will require something in the region of £10K for next year. If we cannot afford this figure, action will need to be taken to obtain monies from other sources e.g. sponsors. This will need to be handled by Lincoln City Council though.

**Action Point**

- L.W.A.C. to examine income received from current Club track members to see if annual costs of renting track facilities will be covered.
- L.W.A.C. to consider formal complaint to Lincoln City Council (cc. C.L.S.) about the unsatisfactory facilities, stating these are not up to standard.
- SB will arrange a meeting with Lincoln City Council, with an invite for L.W.A.C. Committee members. Keith Weaver (Portfolio Holder) 'sits' every two weeks apparently.
- A 'User Group' meeting is due to be held in February - possibly 10<sup>th</sup>.

**6. ANY OTHER BUSINESS**

6.1. None.

6.2. Meeting closed at 1400hrs<sup>i</sup>

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<sup>i</sup> Minutes drafted 31<sup>st</sup> January 2009